



July 17, 2003

FAX TO 488-9174 (4pp)

Tom Brantley, Director of Facilities  
Leon County Facilities Management & Construction  
1907 S. Monroe Street  
Tallahassee, Florida 32301

RE: N.E. Branch - McCord House Renovations  
LeRoy Collins Leon County Public Library  
Tallahassee, Florida  
JRA #97136Mc (CA/BC)

Dear Tom,

Regarding the proposal from Council Contracting dated July 15th, we make the following observations:

General:

- A. As stated in their letter, with the scope of work described the building does not meet code requirements for Business Occupancy.
- B. If the scope of work is intended to stabilize the condition of the building to prevent further deterioration as previously discussed, and the building will not be in use for a significant period of time, JRA recommends limiting scope to abatement and restoring the integrity of the building envelope. It does not make sense to include other work at this time; new finishes will be subject to deterioration over time in unused, presumably unconditioned space, and to damage during future construction to make the building code compliant. It is also likely that future programming design & scope decisions will conflict with work done at this time.
- C. Similarly, HVAC & electrical work done at this time may be subject to deterioration (i.e. dust/mold in ductwork, etc.) and conflict with future programming design & scope decisions.
- D. With respect to restoring building envelope, monies should be included for repair and reglazing of exterior windows and doors as necessary. Consideration should be given to boarding up all exterior glazing in doors & windows in lieu of refinishing, to prevent vandalism damage while the building is unoccupied.

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Line Items:

Items 1/2/24: General Conditions, Supervision and Trash Haul-off amounts should reflect the reduction in scope.

Items 3/21: Ensure this item includes all necessary abatement per the documents, removal/disposal of contaminated components including existing ductwork.

Item 6: Not sure what this includes, if demolition & re-construction of interior partitions, (i.e. new restrooms, new mech. room, re-framing of various doors for accessibility, etc.) is not included. Any repairs to screened porch may be subject to vandalism while building is unoccupied. Contractor should clarify this item and reduce accordingly.

Item 7: Ensure this item includes all roofs (sloped & flat), and repair of flashing conditions to eliminate all leaks, including at roof/wall and roof/roof connections, for an overall roof warranty.

Item 8: Refinishing windows and exterior painting is recommended. No interior finishes should be included at this time. (See items 'B' & 'D' above)


Items 13/14: No interior finishes should be included at this time. (See items 'B' above)

Items 17/18: Should consider postponing this work. (See items 'C' above)

I hope these observations are helpful as you decide how to proceed with this project. If you have any other questions or need additional information, please call.

Sincerely,

JRA ARCHITECTS, INC.



Mario F. Nunez

cc: File/Book  
Jeff L. Williams

Attachments: Council Contracting letter dated 7/15/03

**JRA**